



COVID-19 Emergency Operations Center

SOP No: MS-135

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Standard Operating Procedure Ventilation

Subject: Ventilation for Medical Shelter Sites

1. Introduction

The purpose of this Standard Operating Procedure (SOP) is to provide guidance to Medical Shelter Site Management on setting up proper ventilation for staff at Medical Shelter sites.

2. Procedures

- **Overview**

- Proper air circulation and ventilation is critical for reducing the risk of transmission in the shared workspace. While masking indoors is required, ventilation will offer additional risk mitigation.

- **Setup**

- As external temperature allows, leave windows and doors open for air flow
- If facility has HVAC, leave AC running at all times
- Procure HEPA grade air purifiers and place throughout any shared workspace. Leave filters running at all times.
- A HEPA filter should last 24-36 months and can be cleaned by rinsing the filter under cold water. Do not touch the filter material; allow the filter to dry completely before reinstalling it.